

RECORD-KEEPING REQUIREMENTS

Every campaign treasurer is required to keep detailed records of all contributions and campaign expenditures. *See* 21-A M.R.S.A. §1016.

Contributions (privately financed candidates only)

The campaign must keep a record of:

- The name and address of every person making a contribution in excess of \$10, along with the date and amount of the contribution;
- The contributor's occupation and principal place of business, if the contributor is an individual who has given more than \$50 for the reporting period.

A person who receives a campaign contribution in excess of \$10 shall report to the campaign treasurer the date and amount of the contribution, along with the name and address of the contributor. If the contribution is greater than \$50, the person should also make a good faith effort to obtain the contributor's occupation and principal place of business. The person receiving the contribution must report this information to the treasurer within five days.

Expenditures

The campaign must keep a record of:

- All expenditures made by the campaign, including payments made by the candidate, treasurer, volunteers and paid staff;
- The name and address of every person to whom any expenditure is made and the date and amount of the expenditure.

The treasurer must obtain and keep a receipt for every expenditure of more than \$50 made by or on behalf of the campaign. A person who makes an expenditure on behalf of the candidate or campaign shall report the expenditure to the treasurer within 5 days.

Personal Funds of the Candidate

Personal funds of the candidate used to support the candidacy must be recorded and must be reported to the Commission as in-kind contributions to the campaign or as expenditures by the campaign (*please see separate reporting instructions*).

No Commingling of Campaign and Personal Funds

All campaign funds of the candidate and all funds of the candidate's authorized political committee must be segregated from, and may not be commingled with, any personal funds of the candidate, treasurer or other members of the committee.